

27 JUL 1983

MEMORANDUM FOR: O/DDA Duty Officers

FROM : [REDACTED] EO/DDA

SUBJECT : Procedures for Access to Files/Vault
in O/DDA Registry

1. Attached for your information and use in an emergency is a list of the current files in the DDA Registry. A copy of this list is posted in the DDA Registry vault. If you require access to the vault during off-duty hours, please call [REDACTED] for assistance.

2. If [REDACTED] cannot come in to assist you, you should go to the Headquarters Security Duty Officer, Room 1E-26, who will make the necessary arrangements for you to get into the vault. By virtue of Duty Officer status, you have been included on the vault access list.

Attachment
As Stated

REGRADED UNCLASSIFIED WHEN REMOVED FROM ATTACHMENT

ORGANIZATION & MANAGEMENT (1)

- 1-1 General
- 1-2 Administrative Issuances
- 1-3 Charts, Tables and Ceilings
- 1-4 Establishments/Reorganizations
- 1-5 Functions and Delegations
- 1-6 Management Advisory Group
- 1-7 Notes from the Director

SECURITY (10)

- 10-1 General
- 10-2 Physical (Buildings/Grounds/Guards/Receptionists)
- 10-3 Industrial Security
- 10-4 Information and Publications (Censorship/Release of)
- 10-5 Leaks
- 10-6 Overseas Security Matters
- 10-7 Personnel (Investigations/Reinvestigations/Clearances/
Hiring Applicant w/Foreign Relative)
- 10-8 Reports and Surveys
- 10-9 Violations

SAFETY (12)

- 12-1 General
- 12-2 Accident Analysis Annual Report
- 12-3 Agency Safety Committee Matters
- 12-4 Communications Safety

MEDICAL (15)

- 15-1 General
- 15-2 Evaluation and Processing
- 15-3 Human Subjects Research Panel
- 15-4 Overseas Medical
- 15-5 Reports and Surveys

TRAINING (18)

- 18-1 General
- 18-2 Center for the Study of Intelligence
- 18-3 External Training
- 18-4 Internal Training
- 18-5 Guest Speaker Program
- 18-6 Language Incentive Program/Development Committee
- 18-7 Reports

PERSONNEL (20)

- 20-1 General
- 20-2 Assignment Memos
- 20-3 Time and Attendance (LWOP/Overtime)
- 20-4 Awards, Appreciation, and Commendation
- 20-5 Boards and Panels
- 20-6 Contract Personnel - Consultants/Annuitants
- 20-7 Cover Matters (Appeal Panel)
- 20-8 Minorities
- 20-9 Employee Relations and Activities (Outside Activities/Grievances)
- 20-10 Marriage to Aliens
- 20-11 Military Personnel
- 20-12 Promotion
- 20-13 Records and Reports
- 20-14 Recruitment
- 20-15 Retirements/Separations/Terminations
- 20-16 PMAB Agendas and Minutes
- 20-17 Performance Evaluation
- 20-18 Supergrades

FINANCE (30)

- 30-1 General
- 30-2 Allowances
- 30-3 Claims
- 30-4 Payroll and Salaries
- 30-5 Financial Guidance
- 30-6 Funding
- 30-7 Program/Budget (Hearings)
- 30-8 Reprogramming Actions
- 30-9 Status of Resources (Funds and Personnel)
- 30-10 Standard Support Requirements
- 30-11 Unfunded Requirements
- 30-12 Reports
- 30-13 Travel
 - 30-13-1 Reduction
 - 30-13-2 Reports
 - 30-13-3 Foreign
 - 30-13-4 Policies and Regulations

LOGISTICS (45)

- 45-1 General
- 45-2 Buildings and Grounds Acquisition
- 45-3 Contracts/Procurement
- 45-4 Design and Construction (Alterations/Additions)
- 45-5 Equipment and Supplies
- 45-6 Fine Arts Commission

LOGISTICS (45) continued

- 45-7 Highways and Transportation
- 45-8 Headquarters (New Building)
- 45-9 Outlying Buildings (Metropolitan Area)
- 45-10 Outlying Buildings (Outside Metropolitan Area)
- 45-11 Overseas Housing and Property
- 45-12 Printing and Photography
- 45-13 Parking Policies
- 45-14 Property Accountability
- 45-15 Proprietaries
- 45-16 Relocation of Agency Components
- 45-17 Space (Space Committee)
- 45-18 Utilities and Services (Vending Machines/Cafeteria)
- 45-19 Foreign Ownership Contracts
- 45-20 Reports and Surveys

DATA PROCESSING (50)

- 50-1 General
- 50-2 Reports and Surveys
- 50-3 ADP Control Officers
- 50-4 Word Processing Equipment
- 50-5 Delta Data Terminals

LIAISON (60)

- 60-1 General
- 60-2 GSA
- 60-3 Department of State
- 60-4 Congress
- 60-6 Private Industry
- 60-7 Other Government Agencies
- 60-8 PFIAB

INFORMATION HANDLING (70)

- 70-1 General
- 70-2 Mail and Correspondence
- 70-3 FOIA/Privacy Act
- 70-4 Records Management
- 70-5 IHSA Strategic Planning and Budgeting
- 70-6 IHS Standards and Legal Requirements
- 70-6-1 Compliance and Exceptions
- 70-6-2 Legal and Legislation
- 70-7 Communications and Records (Classification/Declassification/
Downgrading)
- 70-8 Reports

COMMUNICATIONS (90)

90-1 General (Authority to Release Cables)

90-2 Commo. Recapitalization Program

90-4 Communications Security

90-5 Telephones (Non-Secure)

90-5-1 Secure

90-6 Other Electrical Communications (TV, Facsimile)

90-7 Project MERCURY

90-8 Reports

90-9 Communications Support Requirements

SPECIAL SUBJECT FILES (100)

100-1 DDA Chrono File

100-2 Emergency Planning/COG

100-3 Planning

100-3-1 DDA Emergency Planning

100-3-2 Agency Long-Range Planning

100-3-3 DDA 5-year Plan

100-4 Executive Committee

100-4-1 Agenda/Minutes

100-4-2 Proposals/Studies

100-4-3 Issue Papers

100-5 Fraud, Waste, and Abuse (Reform 88)

100-6 Project CRAFT

100-7 Project SAFE

100-8 CA Task Force

100-9 CORE

100-10 Overseas Pay

100-11 Presidential/Vice Presidential Visits

100-12 Executive Orders

100-13 Legislation

100-14 Legal Decision, Opinions, and Interpretations

100-15 Weekly Reports to the DCI

100-16 Wilson/Terpil Case

100-17 IG Audit Reports and Surveys

100-18 DCI/DDCI Meetings

100-19 Paperwork Reduction Act

100-20 Meetings (Includes Briefings and Office Conferences)

100-21 DCI Annual Report to Congress

100-22 Family Day

100-23 Terrorism

100-24 R & D Requirements